INTERN REGISTRATION
RENEWAL INSTRUCTIONS

General Information
- Current/Active interns may renew after completing the first week of classes.
- Registration will expire September 30 each year. There is no grace period.
- For current South Dakota Statutes and Rules pertaining to interns , go to **https://doh.sd.gov/boards/pharmacy/**, under Quick Links, see law book link options.
- There is no renewal fee for intern registrations.

You must complete the entire renewal application process from start to finish in one sitting
- Online system does not retain information entered until the application has been submitted and payment process is completed.
- Have all of your personal information (DOB, SSN, college name, expected graduation date).

Required Documents to be uploaded if you are an out of state college of pharmacy student
- Certification of Eligibility needs to be completed and signed by your faculty representative. The document can be found at **http://doh.sd.gov/boards/pharmacy/intern.aspx.**

After Application Submission Information

After your renewal application has been submitted, your registration will auto renew.

After the registration is renewed, by logging back into your account, you will be able to do the following:
- Check application status
- Print intern registration, instructions begin on page 10
- Print a payment receipt, instructions begin on page 10
- Update personal information such as personal address and phone number, information on page 4 under item #4

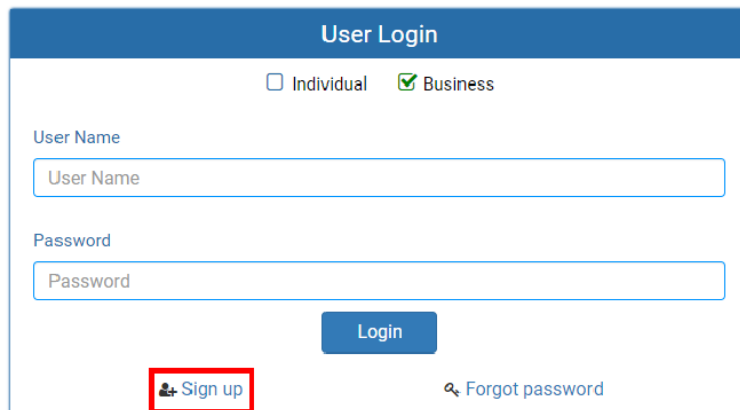Licensure status can also be verified at:
- Verification page: **http://doh.sd.gov/boards/pharmacy/verification.aspx**

Application for Intern Renewal User Manual

Begin by setting up your Profile

1. Click on this link to begin the process: https://sdbop.igovsolution.com/online/User_login.aspx.
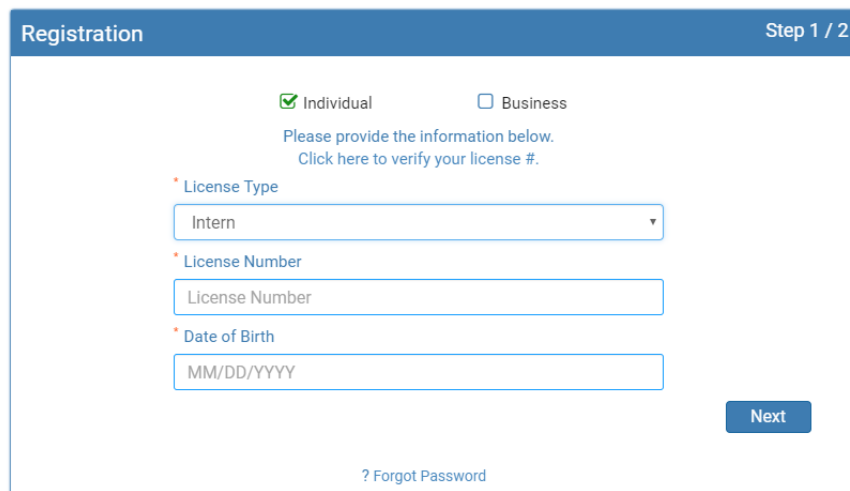   **Please bookmark this page.**
    Click on 'Sign up'.

ONLINE PROFILE LOGIN

User Login
☐ Individual ☑ Business
User Name
User Name
Password
Password
Login
➕ Sign up   🔑 Forgot password

2. Profile Set Up
    a. After clicking on Sign Up, click the Individual box at the top.

ONLINE PROFILE REGISTRATION

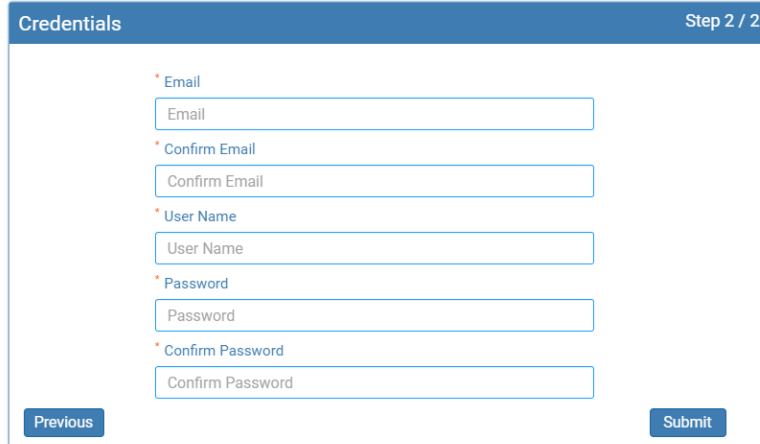| Registration	Step 1 / 2
☑ Individual ☐ Business	
Please provide the information below.	
Click here to verify your license #.	
* License Type	
Intern ▾	
* License Number	
License Number	
* Date of Birth	
MM/DD/YYYY	
	Next
? Forgot Password	

    b. Select the permit type from the drop down (in this case select Intern)

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c. Enter your registration number. **Note:** Enter similar to I-1234 (Put an I, a dash, then your registration number)
d. Enter your Date of Birth
e. Click Next and it will take you to the Step 2-- i.e. creating your login credentials, like shown below. **Note: Retain this information for future reference and use.**

ONLINE PROFILE REGISTRATION

Credentials	Step 2 / 2

* Email

[Email]

* Confirm Email

[Confirm Email]

* User Name

[User Name]

* Password

[Password]

* Confirm Password

[Confirm Password]

[Previous]   [Submit]

f. Once user registration is successful, an e-mail will be triggered to the e-mail that you provided during your registration with a similar message to what is shown below:

Thu 10/25/2018 5:44 PM

S SDBOP@igovsolution.com
South Dakota Board of Pharmacy Profile Registration

To   roy@igovsolution.com

Thank you for registering with the South Dakota Board of Pharmacy. Your user name is TestWholesaler1 and your password has been set as requested. Please do not reply to this email.

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3. Profile Login:

    a. Use the User Name and password to login in on the Profile page; Once completing the Online Profile, it will take you to the Login Page as shown below, click on this link: https://sdbop.igovsolution.com/online/User_login.aspx:

ONLINE PROFILE LOGIN

User Login

☐ Individual   ☑ Business

User Name

User Name

Password

Password

Login

👤+ Sign up   🔑 Forgot password

4. **My Profile** page – information to know before clicking 'Renew'

    • Personal information such as personal address and phone number can be updated at any time. If needing to update this information, click on edit to update information. Click save when complete.

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- Registration Information: This section contains the License information details like, Type, License #, Issue date, Exp. Date, status, Last renewal date, Renewal. These are **non- editable fields**.

- Document details: This section contains all the documents uploaded during the renewal process. *Do not upload documents here that are needed during the renewal.* After the renewal process, this section can be used if the registrant would like to upload any additional documents by using the correct document type from the Document type drop down list, use the attach document to select / browse the file from the local folder and then use the Upload document. Any documents that uploaded / showing in this Documents section can also be downloaded.

- Payment History Details: To print a payment receipt, click on the printer under the receipt column.

- Renewal Details: In this section registrant can check the status of their Renewal application – if it's Pending or if it's Cleared. If it's Cleared, then in the Registration information grid will show the updated registration expiration date, Last renewal date. Also, you can print your online submitted Renewal form, if needed.

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General Notes

1) Mandatory fields are marked with a red $*$ in all screens and all those must be entered before clicking on next
2) Click on Next button to go to the next screen or click on Previous button to go back to the previous screen.
3) If mandatory fields are **not** entered, you will get an alert message that alerts to enter those fields like below:
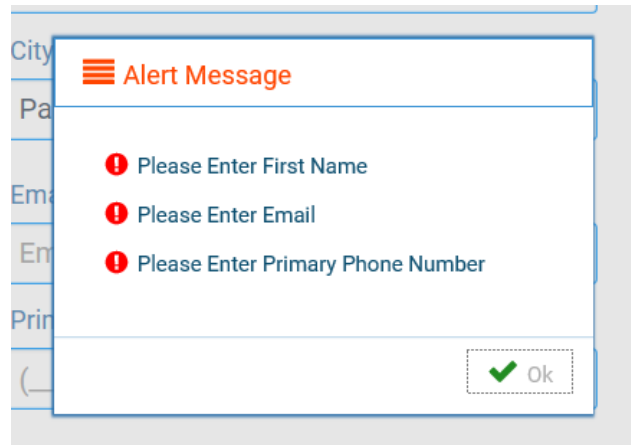
1. After validating all the information in the My Profile section click on the Renew icon in the profile section under the Registration Information section.

2. After clicking on the Renewal icon click on the confirmation message. Click yes to continue.

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South Dakota Board of Pharmacy

3. Begin the renewal by first reviewing the then click on Next in the instructions.

INTERN REGISTRATION RENEWAL INSTRUCTIONS

General Information
- Current/Active interns may renew after completing the first week of classes and up to October 1 each year.
- Registration will expire September 30 each year. There is no grace period.
- For current Statutes and Rules pertaining to interns , go to **https://doh.sd.gov/boards/pharmacy/**, under Quick Links, see law book link options.
- Registration fee is a one time fee of $40. Renewed registrations have no fee.
- Payment method – Mastercard or Visa **ONLY.**

You must complete the entire renewal application process from start to finish in one sitting
- Online system does not retain any information entered until the application has been submitted and payment process is completed.

Required Documents to be Uploaded if you are an out of state college of pharmacy student
- Certification of Eligibility needs to be completed and signed by your faculty representative. The document can be found at http://doh.sd.gov/boards/pharmacy/intern.aspx.

After Application Submission Information

After your application has been submitted, the Board will:
- Review the application
- Email registrant if additional information is needed
- Approve or deny the application

You must log back into the account at https://sdbop.igovsolution.com/online/User_login.aspx
- To check application status
- Print registration
- Print a receipt

Application status can also be checked at:
- Verification page:
http://doh.sd.gov/boards/pharmacy/verification.aspx

Next

4. Enter gender, select college from drop down menu, enter expected graduation date, and check box for your current professional year. Click next.

INTERN INFORMATION

First Name	Middle Name	Last Name
KALI	J	BENDIX

Maiden Name
Maiden Name

Mailing Address

Address1	Address2	Address3
4001 S VALHALLA BLVD	Test2	Test3

Zip	City	State
57106	Sioux Falls	SD

Email	Date of Birth	* Primary Number
kali.bendix@jacks.sdstate.edu	12/27/1995	(605) 310-3973

Alternate Number
(333) 333-3333

* Gender
☐ Female ☐ Male

* Name of College of Pharmacy
Select College ▼

* Expected Graduation Date
MM/DD/YYYY

PROFESSIONAL YEAR
Please select your current year (select one)
* Current Year
☐ P2 ☐ P3
☐ P4 ☐ FPGEC

Previous

Next

5. Click on "Attach Document" button to upload Certification of Eligibility form. Then click on Next to continue.

6. Review and complete:

After completing the application, you will be able to review the application for any errors and correct the information by clicking on Previous buttons and correct in the appropriate screens. If everything is correct, click on Next button.

7. Complete Affirm and Submit Page.
   a. Answer **ALL** of the affirmation checkboxes with either Yes or No
   b. Date will be auto populated
   c. Click submit
   d. You will get confirmation number if successful

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AFFIRM AND SUBMIT

☐ * **I, the undersigned**, do hereby apply to the South Dakota State Board of Pharmacy for registration as a Pharmacy Intern, as provided in the rules of the South Dakota State Board of Pharmacy.

☐ * **I understand** that as a Registered Pharmacy Intern I may not perform any of the duties required of a registered pharmacist except when I am working under the continuous and personal supervision of a registered pharmacist and that my duties may not exceed those in guidelines provided by the Board.

☐ * **I also understand** that should I perform any duties which I am not licensed to perform, or which exceed my educational level or if I falsely assume to be a pharmacist, or engage in any activity considered to be unprofessional conduct, I am placing my privilege of becoming a licensed pharmacist in South Dakota in jeopardy.

☐ * **I further understand** that I must submit records of my internship experience on forms provided by or prescribed by the Board and that credit for internship experience will not be granted unless registration and forms describing internship experience are completed and submitted to the Board in a timely manner.

☐ * **I also understand** that I am required to notify the Board within 10 days of a name or address changes while I am registered as an Intern. Complete a change form found at this link: **http://doh.sd.gov/boards/pharmacy/intern.aspx.**

☐ * **I agree** to abide by the South Dakota pharmacy law and the rules of the Board of Pharmacy. I declare and affirm under the penalties of perjury that this application has been completed by me, electronically signed by me, and to the best of my knowledge and belief, is in all things true and correct.

* E-Signature | Date
E-Signature | 08/07/2019

[Previous] [Submit]

Please note that after you click the Submit button, you cannot make changes to your application.

After successfully submitting your registration renewal your registration should auto renew.

To print your registration immediately after it has auto renewed,
click on 'My Profile' at the top right corner of the Print Application page at the end of the process

South Dakota Board of Pharmacy | TECHNICIAN FOR LICENSING RENEW | My Profile
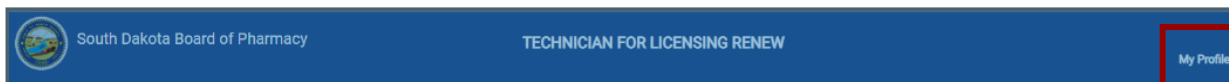
Go to the Registration Information section in My Profile and click on the blue 'Print' under certificate:

Registration Information

Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Certificate
Filters	Filters	Filters	Filters	Filters	Filters		
Technician				Current/Active		Renew	Print

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After the Renewal Process - Helpful Information

After the renewal process has been completed, at any time you can log back into this account to:

1. *To update your personal information* such as personal address and phone number. Click on the edit button in that section, make the corrections, then click save.
2. *To print your registration*
   o   Go to the Registration Information section in My Profile and
   o   Click on the blue 'Print' under certificate:

3. *To print a payment receipt*
   o   Go to the Payment History section in My Profile,
   o   Click on the printer in the receipt column for the needed receipt: